

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DUTY STATEMENT**

CLASSIFICATION TITLE ASSOCIATE GOVERNMENTAL PROGRAM ANALYST	DISTRICT/DIVISION/OFFICE HUMAN RESOURCES/RESOURCE MANAGEMENT	
WORKING TITLE RESOURCE ANALYST	POSITION NUMBER 702-008-5142-XXX	EFFECTIVE 4/2015

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

Under the general direction of the Office Chief, a Staff Services Manager II (SSMII), the Associate Governmental Program Analyst (AGPA) is responsible for performing a variety of complex duties in support of the Division of Human Resources (DHR) project and functions. The incumbent will resolve issues, maintain data base information, process DHR's internal hires, maintain the Divisions strategic objectives, gives close attention to details, work independently, and use good judgment.

DUTIES AND RESPONSIBILITIES

- 55% (E) Serve as the lead analyst for the TAB Fusion Project. Responsible for the overall development and maintenance of the TAB Fusion databases. Works cooperatively with the DHR's Office Chiefs in constructing a database pertinent to the program's document storage needs. Acts as a liaison between the vendor and the Department's Information Technology (IT) staff to ensure the product's performance is consist with the specifications. Monitors the progression of the process and analyze data to prepare reports or status of the project. Researches and troubleshoots problems, answer inquiries and provide recommendations to management. Conduct trainings, develop training materials and reference guides to assist personnel using the TAB database. Provide technical information, guidance and assistance to clerical staff related to the project and various program's workflow processes.

- 15% (M) Acts as a liaison between DHR and other functional units within the Department to ensure an open, fair and competitive hiring process is used for each personnel transaction including position establishment, classification and backfilling, and promotion of Division personnel. Coordinate hiring of personnel. Reviews and approve all personnel transactions based on compliance with the position management guidelines and criteria. Determine appropriate classification (using class specifications, allocation standard and/or department policies) of all positions to be filled and if necessary perform desk audits to ensure proper level and type of duties; based on State Personnel Board (SPB) & Department of California Human Resources (CalHR) laws and rules and utilizing the State Controllers' Office (SCO) employment history database and the SPB on-line certification system, determines employee eligibility for appointment from certifications, transfer change in class determinations, time base increases and reinstatement; prepares necessary documents to appoint persons to positions; reviews proposed personnel actions (i.e. appointments, transfers, out-of-class, T&D).

- 15% (M) Monitor and track the Division's goals and strategic objectives. Make changes to the strategic objectives spreadsheet as needed.
- 10% (E) Researches and remains current with laws regarding electronic data storage. Works with the Department's IT Database Administrator to ensure updates and patches are done timely.
- 5% (E) Ensure proper storage of scanned files stored at the State Records Center. Attend meetings and may be assigned to special projects for the Division or assist other staff in their assignments.

SUPERVISION EXERCISED

Act as lead analyst.

ANALYTICAL REQUIREMENTS

Incumbent must be able to perform a professional level of analytical administrative line of work with a high degree of complexity to resolve administrative problems and make recommendations for an effective course of action. The incumbent must reason logically and creatively. The incumbent must consult and advise on a variety of subject matters and demonstrate a capacity for assuming increasing administrative responsibility. Must grasp the essence of new information and master new technical and business knowledge. Must adjust rapidly to new situations warranting attention and resolution.

KNOWLEDGE AND ABILITIES

Knowledge of organization and functions in the Department in addition to Division. Must understand Caltrans Human Resources business practices and procedures. Must have skills and ability to utilize computers to perform word processing, develop spreadsheets, create and update databases, including Microsoft Word, Excel, and FileMaker Pro. Ability to speak and write effectively; analyze situations accurately and take effective action.

RESPONSIBILITY FOR DECISIONS/CONSEQUENCE OF ERROR

The incumbent is responsible for implementation of assigned tasks based on guidelines furnished by his/her supervisor. Errors in judgment or inadequacies in recommendations and decisions could result in inadequate budget development and loss of funds which would negatively impact DHR.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment

PUBLIC AND INTERNAL CONTACT

The incumbent will work with all levels of Caltrans staff and management, consultants, private sector groups and representatives of State control agencies. Must work with others in a cooperative manner.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative-working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize issues or problems, and must facilitate effective solutions. Employee must sustain mental activity needed for problem solving, analysis, and reasoning.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

Employee Name (please print)

Employee Signature Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Supervisor Name (please print)

Supervisor Signature Date